

# ORGANICS COLLECTION PROGRAM



As part of The Durst Organization’s ongoing commitment to sustainability, we are proud to introduce our tenant Organics Collection Program. Designed to support local agriculture, our program’s goal is to reduce the amount of greenhouse gas emissions released into the atmosphere during the transportation, landfill, and incineration processes associated with conventional organic waste disposal.

Commercial food waste accounts for approximately 25 percent of the nearly 3.9 million tons of total commercial solid waste produced in New York City annually. Most of this waste is transported to Ohio, Pennsylvania, South Carolina and Virginia, where it is placed in landfill, or sent to New Jersey to be incinerated.

The Durst Organization’s Organics Collection Program diverts food waste to McEnroe Organic Farm in Dutchess County, New York. At McEnroe Organic Farm, the food waste is processed into compost, a soil amendment rich in nutrients, which then travels back to New York where it is used to nourish the green roofs in The Durst Organization portfolio. We look forward to supporting you as you begin your composting journey.



All documents listed can be found on the Tenant Portal.

## TOOLS

a.

**BINS**  
2.5-gallon brown organics collection bins will be provided to your organization free of charge.



b.

## SIGNAGE

New recycling and food/organic waste signage will be provided to your organization.

c.

## STANDARD OPERATING PROCEDURE (SOP)



The SOP document outlining the collection and cleaning process of organics collections bins is included on the next page.

d.

## ORGANICS COLLECTION LIFE CYCLE BOARD

A diagram outlining the life cycle of your organic waste is on page 3.



# Metal, Glass, Hard Plastic



All Plastic Cutlery



Jugs & Cartons



Aluminum Cans



Yogurt Containers



Water Bottles



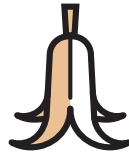
Glass Jars

All items should be emptied and rinsed clean before recycling



**NO**  
Soft Plastic

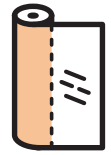
# Organics



Food Scraps



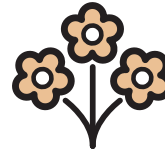
Teabags



Paper Towels & Napkins



Coffee Filters & Grounds



Flowers



Meat & Bones

Anything grown, cooked, harvested, or brewed



**NO**  
Food Packaging or Produce Stickers

# Paper



Newspapers & Magazines



Envelopes



Cardboard Tubes



Cardboard Boxes



Paper Bags



Loose Leaf Paper

Dry paper only



**NO**  
Paper Towels & Napkins

# Landfill



Pizza Boxes



All Food Containers



Soft Plastic



Coffee Cups



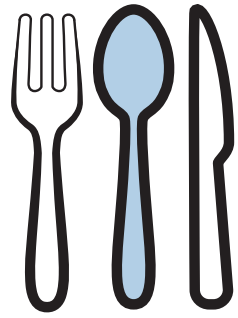
Pens & Pencils

When in doubt, throw it out

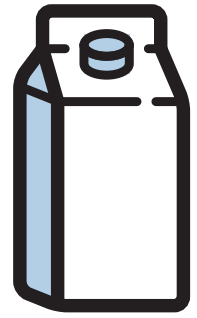


**NO**  
Batteries

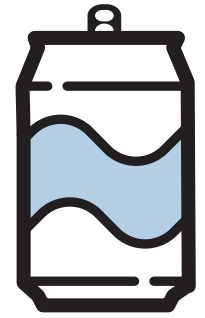
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Cutlery



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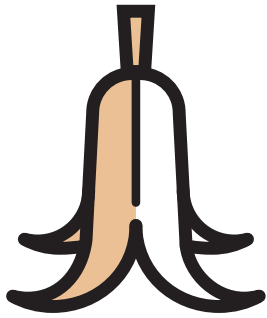
Glass Jars

All items should be emptied and rinsed clean before recycling



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Soft Plastic

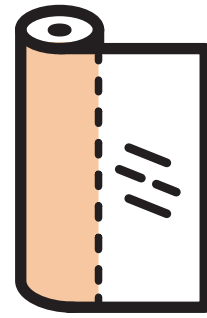
# Organics



Food Scraps



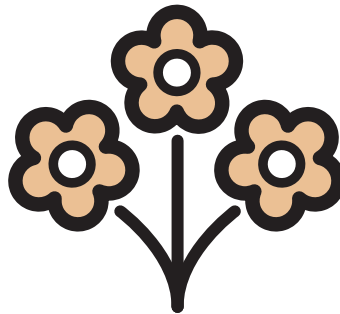
Teabags



Paper Towels  
& Napkins



Coffee Filters  
& Grounds



Flowers



Meat & Bones

Anything grown, cooked, harvested, or brewed



**NO**  
Food Packaging or  
Produce Stickers

# Paper



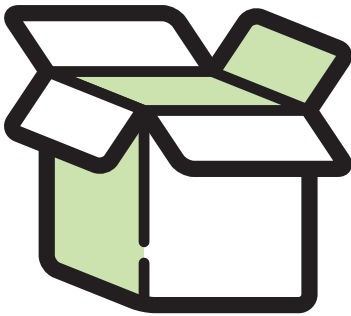
Newspapers  
& Magazines



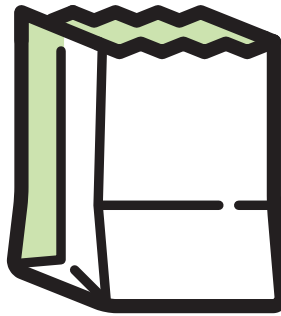
Envelopes



Cardboard  
Tubes



Cardboard  
Boxes

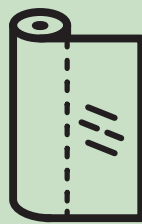


Paper  
Bags



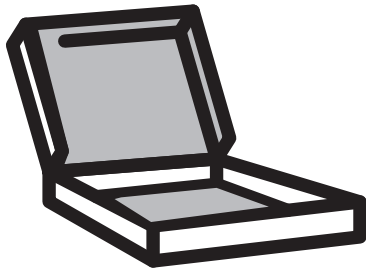
Loose Leaf  
Paper

Dry paper only

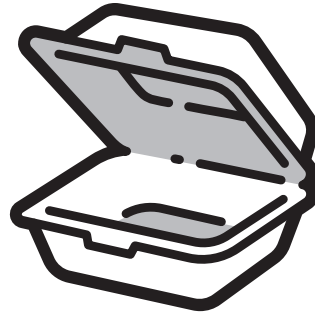


**NO**  
Paper Towels  
& Napkins

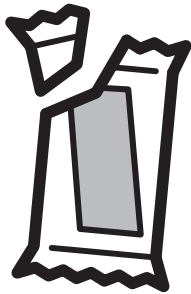
# Landfill



Pizza Boxes



All Food Containers



Soft Plastic

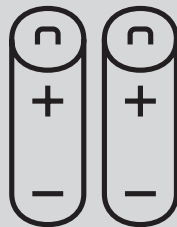


Coffee Cups



Pens & Pencils

When in doubt, throw it out



**NO**  
Batteries

# ORGANICS COLLECTION STANDARD OPERATING PROCEDURE (SOP)



The Durst Organization is the first commercial landlord in New York City to offer organics collection services to tenants. Tenant participation is highly encouraged. Below are the procedures for handling organic waste material and containers. The standard service is offered free of charge.

## a. TENANT SPACES



1. Tenants will receive a 2.5-gallon organics collection bin which will be placed in their pantry area (pictured above).
2. Throughout the day, tenants will load their organics collection bins with food waste, non-edible organic waste, and soiled paper products as outlined on the 4-Can system signage.
3. The organics collection bins will be removed from the pantries at night by The Durst Organization cleaning staff and placed by the freight elevator along with the other office trash.
4. This bin will be replaced with a clean organics collection bin.

## ADDITIONAL SERVICE REQUESTS

- If a tenant requests that an organics collection bin be emptied during the day shift there will be an additional CTT Charge.
- If a tenant requests a larger bin for catered events or parties a 21-gallon toter can be provided at an additional CTT Charge.

## b. REMOVAL of ORGANICS COLLECTION BINS from TENANT FLOORS

1. Each building will be given 21-gallon organics collection toters (pictured below).
2. Every weeknight, The Durst Organization staff will bring the toters into the freight car and collect the 2.5 gallon organics collection bins from participating floors.
3. The contents of the collected 2.5-gallon bins will be dumped into the 21-gallon toters in the freight elevator area.
4. When the 21-gallon toters are full, they will be placed in the loading dock for the hauler to pick up the organic waste material each night (M-F).
5. The emptied 2.5-gallon bins will be cleaned and dried by The Durst Organization cleaning staff.



# WHAT HAPPENS TO FOOD WASTE?

1  
Organic waste is collected in small bins located in every office pantry.



2  
The Durst Organization building staff collects the organic waste from the pantries and combines it in a large toter.



3  
The organic waste is picked up by a hauler and transported to a collection facility.



4  
The food waste is sorted for any non-organic contaminants.



5  
The organics are transported to McEnroe Organic Farm.



6  
The organics are converted into compost through a curing process over a period of 8-10 months.



7  
Finished compost is taken out of the curing and staging area and is screened to separate any contaminants.

8  
Finished compost is used in home gardens and even makes its way back to New York City as a soil amendment for The Durst Organization green roofs.

